

**Maine Child Passenger Safety
2015 - Program Manual
A Guide for CPS Technicians and Partners**



**The Maine Child Passenger Safety Seat Program is funded and managed by the
State of Maine Bureau of Highway Safety.**

**Bureau of Highway Safety:
Phone: 207-626-3840
Fax: 207-287-3042**

Table of Contents

Section	Page
Introduction.....	3
Distribution Sites.....	4-6
Inspection Station Sites	7-8
Seat Check Events.....	9-10
Special Needs Seats and Car Beds.....	11
Recertification Requirements.....	12-13
Recall Lists.....	14
Roving Instructor and Mock Scenario Standards.....	15
Additional Information.....	16
Attachments.....	17

Introduction

Welcome to the State of Maine Bureau of Highway Safety Child Passenger Safety Program. Child Passenger Safety (CPS) is recognized and supported by the National Highway Traffic Safety Administration (NHTSA). NHTSA provides funding to all states, Maine included, for the purpose of supporting child passenger safety activities.

The Bureau's goal is to assure that a statewide, comprehensive and integrated Child Passenger Safety program is in place to serve as a resource for families/caregivers, communities, professionals, agencies and organizations. The Bureau of Highway Safety is continually working to improve its Child Passenger Safety Program by developing consistent guidelines and procedures that address program quality, effectiveness, efficiency, and communication, and to better address the needs of the residents of the State of Maine.

The Bureau will work to assure quality by strengthening its support of state CPS technicians and instructors. This will be achieved through identifying technician and/or instructor candidates and supporting them through training opportunities. The Bureau will also monitor technician and instructor certification activity and help support re-certification with "closer to home" resources such as car seat sign-off opportunities.

Effectiveness and efficiency will be addressed through assessing program resources and monitoring that services are made available statewide. To do so, existing partnership activity will be encouraged and new potential partnerships will be approached. Currently our program consists of approximately 28 partner inspection stations and 29 partner distribution sites throughout the state. Whether you are a new program location or are currently participating with us, we appreciate your dedication and commitment to providing safe travel opportunities to the children of Maine.

While you are free to operate your program in a manner that best fits your needs and the needs of your community, we ask that you adhere to the procedures and guidelines described in this manual. Communication is a key component to the CPS Program; technicians and instructors are encouraged to offer feedback on changes that may improve the overall efficiency and effectiveness of program execution. The Bureau will spend a great deal of time traveling statewide to meet with current and future sites to observe and discuss Program activity.

This manual should be considered a growing and changing document that will be updated annually to improve program processes. This manual is meant to be a guide for the CPS Technicians and Partners. Information contained within this guide is subject to change and may not be all inclusive of program policies. Site managers are encouraged to call the Bureau of Highway Safety with questions or feedback about the program 207.626.3840. The Bureau may also be contacted for additional information pertaining to the Bureau's Technician Mentoring Program and Booster Seat Curriculum.

Distribution Sites

Sites offer proper car seat installation education with hands-on techniques. Car seats are provided at no cost to eligible families that are currently receiving assistance through State of Maine Programs, as defined below.

Site Training Requirement:

Sites must have a certified CPS Technician. Certification training is provided by the Bureau of Highway Safety at no cost; however, the site or student will be responsible for the registration fee, payable to Safe Kids Worldwide. Please contact the State of Maine CPS Coordinator for information regarding upcoming trainings.

Site Technician/Manager:

The distribution site will designate a manager to make administrative decisions for car seat distribution. The Bureau recommends that the technician and manager roles remain separate to encourage stronger site support and communication. The Bureau needs to be contacted when there has been a change in the site manager, an event that renders the site manager unable to perform site manager duties, or a change in the site location information.

Sites are strongly encouraged to pay the registration and travel costs for at least one of their certified technician(s) to attend the biennial Maine CPS Conference. The Conference is a great opportunity for the technician(s) to strengthen their skill-set and complete all of their 2 year certification cycle requirements.

The State of Maine CPS Coordinator will provide child passenger safety information through e-mail, phone, or telephone conferencing.

Online Database:

Sites must have internet access and a computer to access the statewide database. The database will provide a greater customer service, with traceable car seat use history, and to ensure that site users are not using the program beyond its allowable provisions.

Ordering Car Seats:

Distribution Sites have the opportunity to order car seats monthly by completing and submitting the Monthly Inventory Status Report and Car Seat Order Form to the Bureau of Highway Safety. Car seat order forms can be emailed or faxed to the Bureau. **ORDERS WILL NOT BE FILLED IF:**

- Inventory totals do not match the database reporting totals;
- And, a signed BP 54 EO Compliance Contract is not on file at the Bureau of Highway Safety.

Procedure:

Procedure may be found in the rider language within the site's BP54 EO Compliance Contract. Please contact the CPS Coordinator for procedure language if you do not have a copy of the contract in your files.

Records/documents/forms are to be kept based on the distribution site's retention schedule requirements. Other than the current year's paperwork, if the site has the capability, records may be scanned and kept electronically for reference.

Accountability is the key to continued funding of the CPS program. The Bureau of Highway Safety will hold meetings, as needed, to discuss documents, reporting requirements, and paperwork retention.

Sites:

- Will allow the Bureau of Highway Safety CPS Coordinator access to records for annual periodic inspection. Records include;
 - Signed Liability Waiver and Release forms
 - Completed Maine Child Passenger Safety Seat Checklist forms
- Will provide certain reports to the Bureau of Highway Safety;
 - Monthly Inventory Status Report and Car Seat Order Form, and
 - Online CPS database entries, to be submitted within one business day after a car seat(s) is distributed
- Will distribute program seats to eligible families that provide one of the following:
 - WIC nutrition program recipient folder with current dated vouchers;
 - Maine Care card, call the number on the back of the card for verification OR an eligibility letter from Mainecare;
 - TANF or SNAP current dated letter of correspondence regarding eligibility/participation; or
 - A month's worth of paystubs to determine WIC income eligibility. **This only applies for children between ages 5 and 8.** Please contact the Bureau of Highway Safety for current WIC income guidelines.
- Will distribute program seats to eligible families providing visual proof of Maine residency in the form of:
 - Current State of Maine Driver's License;
 - Current State of Maine Identification;
 - Maine Tribal Identification;
 - Letter of Refugee Resettlement by Catholic Charities accompanied by the Refugee's photo and I-94 number; or
 - Fostering license
 - Current High School Photo Identification card
 - Pregnant teens that are too young for obtaining a driver's license will need a family member to bring a vehicle to the car seat distribution appointment.
- Will provide a car seat to pregnant women 30 days before their due date, anything sooner is at the technicians discretion;
 - **Pregnant women expecting multiple children must provide a doctor's note stating multiple births are expected (twins, triplets, etc.)**
- Will limit distribution to one seat, per child, per family. Additional seats for extended and immediate family are NOT allowed and will not be provided by this program.
- Will provide another car seat to the same child if:
 - the child has outgrown the initial car seat issued and the family can provide proof they are still eligible
 - the family has been in a car accident and can provide a police report
- Will mark **BHS** on the back of program car seats using a white paint marker (provided by the Bureau of Highway Safety)
- Will have site users agree to sign a waiver acknowledging participation in the program
- Will NOT limit distribution of car seats exclusively to site clients, all eligible individuals must have equal access to seats regardless of their status as a client or non-client of the participating site.
- Will not distribute program seats to other distribution or inspection station sites, or non-qualified individuals without prior approval from the Bureau of Highway Safety CPS Coordinator or Bureau Director.
- Will teach parents/caregivers how to properly secure the child safety seat;
 - **Temporary guardianship may be granted to a family member or foster family, foster families are given a license that they must provide to the site technician. If the family has**

not received a license yet, they may have their social worker provide a letter stating their involvement. The technician needs to explain to the temporary guardian that the car seat is the child's and must stay with the child, if and when they are moved.

Education:

This is the most critical step to providing a child safety seat and must be done by a Certified CPS Technician.

CPS technicians will provide the following education/assistance to all parent/caregivers for child recipients:

- National Highway Traffic Safety Administration newest recommendations
- Maine Law:
 - Children who weigh less than 40 pounds must ride in a child safety seat
 - Children who weigh at least 40 pounds but less than 80 pounds **and** who are less than 8 years of age must ride in a federally approved child restraint system
 - Children who are more than 8 years old and less than 18 years old and more than 4 feet 9 inches in height should be properly secured in a safety belt
 - Children under 12 years old **and** 100 pounds are to ride in the back seat, if possible
- Determine the proper safety restraint for the child based on the child's height, weight, and age. Explain to the parent/caregiver why the chosen seat is appropriate for the child.
- Show the parent/caregiver how to place the child correctly in the seat.
 - Use car seat instructions – show the recipient where the instructions are located.
 - Have the parent/caregiver demonstrate their ability.
 - Correct any errors and have them redo it until you are satisfied.
- Show the parent/caregiver how to properly install the seat in the vehicle, use client's vehicle, when possible.
 - Refer to the car seat instructions and vehicle instructions.
 - Demonstrate how to install the seat in the vehicle or on a training seat.
 - Have the parent/caregiver demonstrate their ability in the vehicle.
 - Correct any errors and have them redo it until you are satisfied.
- Remind the parent/caregiver to keep the instructions with the seat and, when possible, assist the parent/caregiver with mailing in a completed registration card that accompanies each seat. The manufacturer of the seat will notify parent/caregivers directly in the event the seat is recalled
- Encourage the parent/caregivers to call you with any questions or concerns. Be sure to give them a business card if you have one.
- **If a parent or guardian refuses to sign the liability waiver and release form, or resists your instruction regarding safety seat use and installation, simply state that due to issues of liability, you cannot provide a safety seat without educating a recipient first.**

Inspection Station Site

Stations have a certified technician available, at least by appointment, to assist families/caregivers with proper car seat installation and education.

Site Training Requirement:

Stations must have a certified CPS Technician. Certification training is provided by the Bureau of Highway Safety at no cost; however, the site or student will be responsible for the registration fee. Please contact the State of Maine CPS Coordinator for information regarding upcoming trainings.

Site Technician/Manager:

The inspection station will designate a manager to make administrative decisions. The Bureau recommends that the technician and manager roles remain separate to encourage stronger site support and communication. The Bureau needs to be contacted when there has been a change in the site manager, an event that renders the site manager unable to perform site manager duties, or a change in the site location information.

Sites are strongly encouraged to pay the registration and travel costs for at least one of their certified technician(s) to attend the biennial Maine CPS Conference. The Conference is a great opportunity for the technician(s) to strengthen their skill-set and complete all of their 2 year certification cycle requirements.

The State of Maine CPS Coordinator will provide child passenger safety information through e-mail, phone, or telephone conferencing.

Procedure:

Procedure may also be found in the rider language within the site's BP54 EO Compliance Contract. Please contact the CPS Coordinator for procedure language if you do not have a copy of the contract in your files.

Records/documents/forms are to be kept based on the inspection station's retention schedule requirements. Other than the current year's paperwork, if the site has the capability, records may be scanned and kept electronically for reference.

Sites:

- Will allow the Bureau of Highway Safety CPS Coordinator access to records for annual periodic inspection. Records for documentation and retention include
 - Completed Maine Child Passenger Safety Seat Checklist forms
 - Defect notices/Misuse Forms
 - Parental Release Form for News Interviews/Photographs, as needed
- Will provide certain reports to the Bureau of Highway Safety monthly
 - Monthly site summary
 - Defect notices/Misuse Forms, if any
- Will provide a safe location for car seat inspection and education
- Will inspect car seats for all individuals requesting the service without regard to race, creed, color, or religion

Promoting Your Program within Your Organization:

Your CPS involvement will largely depend on your ability to enlist and maintain the support of the leaders within your organization. New programs often come and go, depending upon what is currently "the hot issue"

of the day and where funding is being directed. Be sure to meet with administrators at least once per year to discuss the successes and future goals of your Inspection Station.

Car Seat Check Events

The Bureau of Highway Safety is actively involved in developing and funding car seat check events in all regions statewide. Events/activities are recommended in high visibility areas.

Technician's specific to the area of the event/activity will be solicited first; this will allow an opportunity for technicians to achieve requirements for recertification; thereby, increasing technician involvement within the CPS community and gaining needed experience.

Events/activities are an opportunity to educate the public and raise child passenger safety awareness. Technicians are encouraged to contact the Bureau of Highway Safety to inquire whether funding is available to support a special event in your community.

Car Seat Check Event Procedure:

- State Coordinator will notify technicians at least 2 weeks prior to the event to ask for their attendance and participation.
- One paid Instructor per 5 technicians at the event. A second paid Instructor must be pre-approved by the State Coordinator prior to the event. Alternatively, one paid technician proxy per 4 technicians at the event. A second paid proxy must be pre-approved by the State Coordinator prior to the event.
 - **Instructor/Technician Proxy is responsible for completing and submitting an Event Summary form and submitting event checklists, defect notices, if any, stipends, and travel expense forms to the State CPS Coordinator within 30 days following the event.**
 - **If an Instructor/Technician Proxy can't fulfill the assigned job of overseeing the car seat check event, then they must notify the Bureau of Highway Safety within 72 hours of the scheduled event so other arrangements can be made. If there is no advance notice of withdrawal from the event by the Instructor/Technician Proxy to the Bureau of Highway Safety, the Bureau may not consider future involvement with the Instructor/Technician Proxy.**
- The Bureau of Highway Safety will compensate technicians for their time and reimburse mileage and tolls if technicians are not already being paid by their employers.
 - **Roundtrip mileage is reimbursed at \$0.44/mile. Driving time is not reimbursed. Roundtrips that anticipate exceeding 75 miles must be preapproved by the State CPS Coordinator.**
 - **Tolls that collectively exceed \$5.00 dollars must have receipts submitted with travel expense forms.**
 - **Technicians are required to attend events for a minimum of 2 hours anything less will not be compensated.**
- Instructors/Proxies traveling from distances over 60 miles one way to the event site have the option of hotel accommodations with the Bureau providing reimbursement.
- To ensure the utmost safety, technicians/instructors/technician proxies participating in an event are not allowed to bring their children.
- Residents participating at events should be asked to turn off their vehicles while they wait for assistance. Idling vehicles may pose a health and safety risk for those participating in the event.
- Donations are not allowed at Bureau of Highway Safety events, instructors/proxies and technicians need to explain that there is no accounting system in place to accept money.
- Event locations are to provide car seat education and installation only, Bureau of Highway Safety program car seats are not approved to be distributed at events. Residents must be referred on to an area distribution site to obtain a program seat.

Timeframe:

Events that are expected to exceed 4 hours needs to be pre-approved by the State CPS Coordinator.

Advertising:

Host locations are asked to advertise the car seat check event by placing an ad in the newspaper, post information on the host location website, Facebook page, and/or in their newsletter.

Event hosts are encouraged to speak with local schools concerning a potential community service opportunity for students. Student volunteers would be asked to greet vehicles and provide informational materials, checklists, and a writing utensil.

Event kit:

An event kit containing all necessary equipment will be picked up at the Bureau by the event instructor.

First Aid Kit	Hand wash wipes
Latch Manuals	2 pairs of durable work gloves
Noodles sections	Educational material (CPS brochures)
Weight scale	Forms (event summary, checklists, defect notices, stipend and travel expense forms)
Tape Measure	Table (unless provided by host location)
Calculator	Road cones (unless provided by host location)
Clipboards x 4	Semi durable laptop as needed (for accessing internet to check recall information
Locking clips	Scissors

Special Needs Restraints

Occasionally families may ask technicians how they may obtain a special needs car seat when their insurance company has denied their request. There are a few options technicians may want to recommend to families:

1. Contact the Department of Health and Human Services, Family Health, Children with Special Health Needs Office to ask if assistance may be available; or
2. Have the family's physician:
 - a. Provide a referral to a Occupational/Physical Therapist to fit the child for a car seat with an appropriate fit and function;
 - b. The Therapist must draft a letter detailing the car seat that the child needs, with an explanation of why; and
 - c. The letter must be used by the family doctor and therapist to find to a medical supply vendor which will contact the insurance company directly.
3. Contact the Bureau of Highway Safety when, and if, the above procedures have been utilized and the family has still been denied assistance. **It will be necessary for the family to provide denial letters from the above resources before the Bureau of Highway Safety will provide assistance.**

* Occasionally there may be an issue with an overweight special needs child. Getting a seat through a medical supply vendor may be classified within durable medical equipment.

SITE TECHNICIANS ARE NOT RESPONSIBLE FOR CHOOSING THE CORRECT SEAT FOR THE CHILD. DO NOT ATTEMPT TO CHOOSE A SPECIAL NEEDS SEAT; THIS SHOULD BE DONE BY A THERAPIST, OR THE CHILD'S PHYSICIAN.

Car beds

Hospitals with certified technicians that deal with underweight premature babies needing car beds, may contact the Bureau of Highway Safety to enquire about the Bureau's car bed loaner program.

The Bureau may provide qualifying hospital locations with 2 or more car beds. Hospitals requesting car beds will need to provide their procedure for loaning car beds. If the procedure is approved by the Bureau, car beds will be ordered. Replacement pad and harness kits can be requested in the body of the email with monthly conventional car seat orders.

It is the participating hospitals responsibility to retain car beds. When families are loaned car beds, and do not return the restraint, it is the hospital's responsibility to purchase a replacement car bed.

Recertification Requirements

Certified technicians and instructors must fulfill certain recertification requirements to maintain status, and avoid expiration. Recertification requirements are found on the Safe Kids website on the following link <http://cert.safekids.org/ImATech/Recertification.aspx>.

CPS Re-certification Personal Log

Rev: 3/2013

For your records only. Do not submit to Safe Kids.

☒ **Basic re-certification requirements**

- 1) **Five (5) seat checks** approved by a certified instructor or technician proxy option. These may be done at any time during your certification cycle.
- 2) **Community Education – pick one**
 - a) **Participate in at least 1 two-hour check up event** with at least one other CPS Technician where you serve families using any standardized checklist to provide documentation, if needed.
 - b) **Provide at least 4 hours of community education.** Provide at least four hours of community education. Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement) or other stakeholders who are not technicians.
- 3) **Six (6) hours of CPS technical continuing education** (CEUs) must be earned and reported during a current certification cycle (two years). There is no carry-over from one period to the next, even when more than the required CEUs have been accumulated. CEUs may be entered at any time during your certification cycle and must fit into one of the five approved categories and meet content requirements.
- 4) **Register and pay fee** by the end of the certification expiration date.
- 5) In addition to the above requirements, instructors must also log 20 teaching hours of national CPS Certification or Certification Renewal Course instruction.

Details are available on the certification website (<http://cert.safekids.org>).

Random audits of CEUs are done regularly.

Name: _____ Certification #: _____
 Agency: _____ Certification End Date: _____
 Phone: () _____ Email: _____

Four Re-certification Requirements	Date(s) completed, Instructor name & Certification #	Verification
1) Five (5) verified seat checks <ul style="list-style-type: none"> ▪ Rear-facing Only ▪ Rear-facing convertible ▪ Front-facing with harness ▪ Belt positioning booster ▪ Installation with LATCH 	Date(s): _____ Instructor Name and # _____ _____ I# _____ _____ I# _____ _____ I# _____ _____ I# _____ _____ I# _____	Approved online by instructor or tech proxy? <input type="checkbox"/> Yes: Date ____/____/____ <input type="checkbox"/> Yes: Date ____/____/____ <input type="checkbox"/> Yes: Date ____/____/____ <input type="checkbox"/> Yes: Date ____/____/____ <input type="checkbox"/> Yes: Date ____/____/____
2) Community Education: <i>pick one</i> a. Check up event OR b. Community education	Date/Times of event, # of attendees/CPSTs, etc.: _____	Keep information on check or education event on file

3) Continuing education (6 hours) – May be audited.	List date, times, types, etc. on following page.	Audit materials filed and available upon request?
4) Register and pay fee by the end of the certification expiration date.		

Please carefully review the specific CEU requirements and audit requirements for each category.
You must keep CEU records and be able to provide information if selected for audit.

6 CEUS ARE REQUIRED FOR RECERTIFICATION			
Type of CEU	Date/time	Topic	Audit materials available?
Category 1: In-person Session/Workshop (Maximum of <u>six</u> CEUs) ** Keep proof of attendance and content (Event ID or agenda) in case you are audited.			
	TOTAL CATEGORY 1 hours:		
Category 2: Auditing a CPS Certification Course			
	No longer an option. Please select another CEU option.		
Category 3: Teleconferences (Maximum of <u>five</u> CEUs) ** Keep proof of attendance and content (Event ID or agenda) in case you are audited.			
	TOTAL CATEGORY 3 hours:		
Category 4: Online/Web sessions (Maximum of <u>five</u> CEUs) ** Some have a certificate or a quiz to be printed and filed.			
	TOTAL CATEGORY 4 hours:		
Category 5: Newsletters/Manuals/Journals (Maximum of <u>three</u> CEUs) ** Varies by type			
	TOTAL CATEGORY 5 hours:		

** Specific auditing requirements detailed online at <http://cert.safekids.org> under I'm a Tech:
Recertification/Audit for CEUs
NOTES:

Basic recertification information is provided in the Bureau CPS manual for quick reference but does not replace the detailed information found on the Safe Kids website.

Technicians are encouraged to frequently visit the Safe Kids website as well as access their Safe Kids account on a regular basis to make any contact information changes or to enter CPS activities.

Recall Lists

Technicians will need to reference recall information to provide a more comprehensive service to site users. Recall information may be found at the following web locations listed below.

<http://www-odi.nhtsa.dot.gov/recalls/childseat.cfm>

http://www.hsrc.unc.edu/safety_info/child_passenger_safety/hsrc_child_restraint_recalls.pdf

Roving Instructor/Technician Proxy and Mock Scenario Standards

If a technician has been unable to obtain all their necessary seat sign-offs and are close to expiration they may contact the State of Maine CPS Coordinator for assistance. If possible, the CPS Coordinator will provide a roving instructor or technician proxy to meet with the technician at their facility. When an instructor or technician proxy roves to a facility, seat sign-offs may require mock scenarios. Additional details are provided below:

Roving Instructor/Technician Proxy

- Technicians needing seat checks/sign-offs need to commit approximately 2 hours for the roving instructor/proxy
- Technicians need to provide a list to the instructor of seats they need checked/signed-off.
- An instructor/proxy will travel to the technician at the facility they represent.
- Best case scenario there should be someone present to act as the caregiver receiving a service.
- Technicians should try to schedule appointments with the public to coincide with the instructor visit.

Mock Scenario Standards

- Scale of Preference
 - Optimal Procedure
 - Up to 5 installations are required;
 - 2-3 of the 5 installations are live, with the exception of the booster seat;
 - Instructor/proxy assumes the role of caregiver for remaining scenarios; and
 - Technician completes a checklist for each live installation.
 - Secondary Procedure
 - Up to 5 installations are required;
 - Technician needing installation uses a colleague or friend to assume the role of caregiver;
 - 2-3 live installations are encouraged but not required;
 - Instructor/proxy assumes the role of caregiver for remaining scenarios; and
 - Technician completes a checklist for each live installation.
 - Final
 - 5 installations are required;
 - All 5 installations are mock scenarios;
 - Instructor/proxy assumes the role of caregiver; and
 - Technician completes a checklist for at least one installation.

Disposal of Unsafe or Expired Seats:

It is important that technicians share information with site users concerning safety seats and limited life expectancy. Factors of climate, the amount of abuse sustained while in use, crashes, and storage conditions all influence how long a seat can be safely used. Many seat manufacturers print expiration dates on the seats and most recommend that seats not be used for longer than six years.

Once a safety seat is found to be unsafe or expired, it must be destroyed in a way that makes the seat unusable. This will prevent someone from picking it up and using it again. Techniques for destroying a safety seat include:

- Sawing the seat in half
- Crushing the seat
- Removing all padding and destroying the straps, then writing **“DANGER! SEAT IS NOT SAFE TO USE!”** with a permanent, oil-based paint marker before disposing of it.

If a child safety seat is in a serious crash, it must be destroyed, even if it does not appear to be damaged. National Highway Traffic Safety Administration (NHTSA) guidelines allow for re-use of seats that have been involved in minor crashes. We recommend that the definition developed by NHTSA be followed. According to NHTSA, a minor crash is one in which all of the following apply:

- A visual inspection of the child safety seat, including inspection under any easily movable seat padding, does not reveal any cracks or deformation that might have been caused by the crash;
- The vehicle in which the child safety seat was installed was capable of being driven from the scene of the crash;
- The vehicle door nearest the child safety seat was undamaged;
- There were no injuries to any of the vehicle occupants; and
- The air bags (if any) did not deploy.

According to NHTSA, crashes that meet all of the above criteria are much less severe than the dynamic testing requirement for compliance with Federal Motor Vehicle Safety Standard (FMVSS) 213 and are highly unlikely to affect future child safety seat performance. Therefore, caregivers can be confident that child restraints involved in these minor crashes will continue to provide a high level of protection.

For those situations where any of these criteria has not been met, or if there is uncertainty whether damage to the seat has occurred, NHTSA advises parents or caregivers contact their automobile insurance company regarding its policy on replacement of seats.

The maximum life span of a safety seat varies. Six years is a generally accepted limitation for safety seats. However, please refer to manufacturer recommendations.

Keeping Up With Child Passenger Safety Issues:

- The following websites are just a few excellent resources to share or reference:
 - National Highway Traffic Safety Administration <http://www.nhtsa.dot.gov>
 - Bureau of Highway Safety <http://www.maine.gov/dps/bhs/>
 - National Child Passenger Safety Board <http://cpsboard.org/>
 - Safe Ride News <http://www.saferidenews.com>
 - American Association of Pediatrics www.aap.org
 - Safe Kids Worldwide www.safekids.org

Attachments

Waiver and Release form	18
Checklist Form.....	19
Inspection Station Monthly Summary	20
CPS Seat Misuse Form (EXAMPLE ONLY - actual copies are on carbon Paper).....	21
Parental Release Form for News Interviews/Photographs.....	22



MAINE CHILD PASSENGER SAFETY SEAT PROGRAM ACKNOWLEDGEMENT AND WAIVER AND RELEASE

Neither the State of Maine, the Maine Child Passenger Safety Seat Program, _____ (Site), nor their agents and assigns are dealers in child restraint seats or child safety seats, attachments or related equipment and make no warranty, either express or implied, regarding the merchantability, fitness for a particular purpose, or in any other respect to child passenger safety seats, child restraint seats, attachments or related equipment furnished to participants in the Maine Child Passenger Safety Seat Program. All participants in the Maine Child Safety Seat Program expressly acknowledge that any child safety seat, child restraint seat, attachments and related equipment received or used in the course of the Maine Child Passenger Safety Seat Program is provided "as is", and neither the State of Maine, Maine Child Passenger Safety Program, or _____ (Site) are responsible for the condition or safety of any such equipment or any injuries or damages arising from the use, possession or control of such equipment.

Neither the State of Maine, the Maine Child Passenger Safety Seat Program, nor _____ (Site), their agents or assigns are agents for any manufacturer or any other entity involved with the design, manufacture, or marketing of the child safety seats, child restraint seats, attachments or related equipment. All claims with respect to warranties, either express or implied, which may exist between the manufacturer and the user of such equipment are reserved to the user and are not superseded by this agreement. I understand that the State of Maine, the Maine Child Passenger Safety Seat Program, and _____ (Site) offer the child safety seats as a public service without expectation of remuneration.

This acknowledges that I/we, the parent(s) or legal guardian(s) of _____ (Child's name), have participated in and received education, instruction and training from the State of Maine, the Maine Child Passenger Safety Program, _____ (Site), their agents and assigns in the installation, use, maintenance, removal, and operation of child safety seats, child restraint seats, attachments and related equipment; I/we understand the educational, instructional and training materials provided, and I/we was/were provided sufficient time and opportunity to learn and understand such educational, instructional and training materials.

In consideration of receipt of a child safety seat, child restraint seat, attachments, or related equipment, and education, instruction and training in the installation, use, maintenance and operation of such equipment, I/we agree and hereby release, and will not make or aid in making any claims, demands, actions, or causes of action, either on my or our own behalf or on behalf of any other person(s), against the State of Maine, the Maine Child Passenger Safety Program, _____ (Site), their agents and assigns for damages to any property or personal injury to me/us arising out of the provision or use of the child safety seat, child safety seat, attachments or related equipment by me, my child, or any other person.

I/we agree to hold harmless and to indemnify the State of Maine, the Maine Child Safety Program, _____ (Site), their agents or assigns from any liability, suits, claims, judgments, losses, costs or expenses of any kind, including reasonable attorney's fees, which may be asserted against any one or more of them by or on behalf of any person, firm, company, corporation or entity relating to property damage arising out of the use of the child safety seat by me, my/our child or any other person.

Date: _____
Recipient (Print Name)

Date: _____
Recipient (Signature)

The recipient was provided with a Child Safety Seat, education, and instruction on the proper use, installation, maintenance, removal and operation of the _____ (type of seat or equipment) at this Distribution Site.

Date: _____
Technician (Print Name)

Date: _____
Technician (Signature)



Bureau of Highway Safety Checklist

*please print clearly

- Fill out one form per Child Safety Seat Checked -

Estimated in-kind time and dollar match

Total time (H) (M): _____

Dollar total: _____

- To be completed by site user -

Driver's Name (first, last): _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Vehicle Make: _____ Vehicle Model: _____ Vehicle Year: _____

I understand and agree that the sole purpose of this program is to help reduce the incidence of improper child safety seat installation; that this inspection is being provided as a free educational service to me; that this program cannot fully evaluate the quality, safety or condition of the child safety seat, any child safety seat provided or any component of my vehicle, including the seats or safety belts; and that this program cannot guarantee my child's safety in a vehicle collision. I understand that it is important to read and follow the instruction manuals for both the vehicle and the car seat. For these reasons, I hereby release the Maine Bureau of Highway Safety and any program participants from any present or future liability for any injuries or damages that may result from a vehicle collision or otherwise.

Driver and/or parent/legal care provider signature: _____

Date: _____

-To be completed by Site Technician-

Please check appropriate answer

1. Child Present: Yes No
2. Car seat uninstalled when arrived: Yes No N/A
3. Child's name (First, last): _____
4. Child's Date of Birth _____ **OR** Due Date _____
Weight _____ Height _____
5. Model Number and Manufacture Date of the car seat
Issued **OR** inspected:
 - a. Manufacturer _____
Model _____
 - b. Manufacture Date (MM/DD/YY): _____
 - c. Type of Child Restraint _____
(i.e., Rear Facing Only, Convertible, etc.)
6. Has the CSS been a recall: Yes No
Comment: _____
7. Has the CSS been involved in a crash: Yes No N/A
Comment: _____
8. Mark A for the where the child/CSS arrived and X for where the child/CSS left the site. Answer will differ for inspection and distribution sites

<u>D</u>		

INSPECTION INFORMATION:

9. CSS Installation & Use Findings
 - a. Installed in the Proper Direction: Yes No N/A
Comments: _____
 - b. Installed with Lower Anchors Correctly: Yes No N/A
Comments: _____
 - c. Installed with Seatbelts Correctly: Yes No N/A
Comments: _____
 - d. Tether Used Correctly: Yes No N/A
Comments: _____

- e. Harness Straps Used Correctly: Yes No N/A
Comments: _____
- f. Harness Clip Used Correctly: Yes No N/A
Comments: _____
- g. CSS history known: Yes No N/A
Comments: _____
- h. CSS missing labels or parts: Yes No N/A
Comments: _____

ADDITIONAL INFORMATION:

Discussed Airbags: Yes No

Comments: _____

Discussed unused seat belt dangers: Yes No

Comments: _____

Discussed Projectiles & Non-Regulated Products: Yes No

Comments: _____

Education materials given to site user: Yes No

Caregiver installed seat with technician: Yes No

If the inspected CSS had safety concerns was the caregiver provided a defect notice outlining issue(s): Yes No N/A

*****The Maine Bureau of Highway Safety does not provide car seats at no cost at car seat inspection locations. The partner site at its own discretion may privately fund car seats to distribute or solicit funding from other sources, otherwise, income eligible site participants should be directed to a distribution site for assistance.*****

Technician/Instructor Car Seat Installation Information:

Tech Name & Number: _____

Site user (parent/legal guardian) initials: _____

TECH COMMENTS:



CHILD PASSENGER SAFETY INSPECTION STATION MONTHLY SUMMARY FORM

(Summary forms must be submitted monthly to the Bureau of Highway Safety CPS Coordinator)

Reporting Date(Month/Year):	Agency/Location:		
Mailing Address:	City:	State: ME	Zip Code:

Site Information:

Certified Technician Team:

Site Technician Name:	Certification #:
Additional Technician Name:	Certification #:
Additional Technician Name:	Certification #:
Additional Technician Name:	Certification #:
Additional Technician Name:	Certification #:

SUMMARY:

Education/Installation Service Provided (please provide number totals)	
# of parents/caregivers	
# of Expectant Mothers	
# of children present	
# of CSS inspected	
# of CSS with deficiencies	
# of defect notices provided	
# of CSS arrived uninstalled	
# of CSS checked before	

Type of CSS inspected (please provide number totals)	
Base only	
Infant w/o base	
Infant with base	
RF convertible	
FF w/harness	
BP Booster	
Car Bed	
Vest	

ESTIMATED Technician Time and Dollar Match
Time Total:
Dollar Total:

Feedback:

Please offer comments or recommendations that may assist us in the future.

--

Site Instructor/Technician Signature

Date



CHILD PASSENGER SAFETY SEAT MISUSE FORM

Date: _____ Seat Check Inspection Station: _____

Certified Technician: _____ Parent/Caregiver: _____

Child's Name: _____ Date Of Birth: _____

Vehicle Make: _____ License Plate Number: _____ State: _____

Thank you for coming for a car seat inspection. I have checked your child safety seat (CSS) and have identified a problem. Please note the selection(s) below and fix the problem as soon as possible. Please refer to any technician comments below for additional guidance.

Please check all those that apply (*For Technician Use Only*):

Broken Car Seat _____ Car Seat is not compatible with Make of Vehicle _____ Expired Car Seat

Child Does Not Meet Seat Requirements _____ Child Exceeds Seat Limitations _____ Been in an accident

Technician Comments: _____

Technician Signature: _____ Parent/Caregiver Signature: _____

For information pertaining to Child Passenger Safety or the State of Maine Seat Belt Law please call the Bureau of Highway Safety 207.626.3840 or log on to <http://www.maine.gov/dps/bhs/restraints/belts/>

WHITE copy for parent/caregiver

PINK copy for technician

YELLOW copy for CPS Coordinator



Parental Release For News Interview/Photograph

I hereby authorize and give full consent for

Name: _____ **Age:** _____

To be interviewed and/or photographed by the Maine Bureau of Highway Safety and program participants. The Maine Bureau of Highway Safety may copyright or publish photographs taken and/or statements made by the child. I further agree that the Maine Bureau of Highway Safety may use or cause to be used these statements and/or photographs for any exhibitions, public displays and publications, including the Campaign Web site, without limitation, reservation or compensation.

I understand that the final editing of any interview/photograph done by the news media is not within the control of the Maine Bureau of Highway Safety, and the Maine Bureau of Highway Safety does not have responsibility for the story that appears on radio/television/web cast or in the newspaper.

Signature: _____
Mother, Father or Legal Guardian

Print Name: _____

Address: _____

Date: _____

Purpose: _____